

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post Lagos		2. Agency State		3a. Position Number A52981	
3. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input type="checkbox"/> No					
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input checked="" type="checkbox"/> b. New Position Motor Pool Clerk <input type="checkbox"/> c. Other (explain) _____					
5. Classification Action		Position Title and Series Code		Grade	Initials
a. Post Classification Authority		Administrative Clerk-PSA 105		FSN 5	A
b. Other					
c. Proposed by Initiating Office					
6. Post Title Position (If different from official title) Motor Pool Clerk		7. Name of Employee			
8. Office/Section GSO - Motorpool		a. First Subdivision Management Section			
b. Second Subdivision General Services Section		c. Third Subdivision Motorpool Section			
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee _____ Date (mm-dd-yyyy) _____		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy) _____			
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy) _____		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____			
13. Basic Function Of Position Serves as an administrative clerk.					
14. Major Duties and Responsibilities Incumbent serves as ICASS Administrative Clerk in the Motor Pool section of the General Services Office (GSO). Performs clerical, administrative, and secretarial functions in the Motor pool section to ICASS standards. Tracks vehicle usage information and prepares ICASS billing reports. Coordinates all ICASS reports for the Motor pool, liaises with the Financial Office (FMO) to ensure all necessary reports are submitted in an accurate and timely manner. Receives and reviews daily vehicle and boat trip logs for completeness and accuracy. Prepares vehicle and boat usage reports as well as billing reports for all official and other authorized use trips. Collects records of maintenance supplies used on vehicles and boats from the Vehicle Maintenance Shop and records the information in the appropriate computer software as instructed. Prepares billing information for vehicle and boat fuel usage, as well as parcel deliveries to offices and residences and submits them to the FMO. 60% <div style="text-align: right;">100 % of Time</div> <div style="text-align: right;">(See Addendum 1)</div>					

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Qualifications Required For Effective Performance

a. Education

Completion of Secondary School education is required.

b. Prior Work Experience

Two years work experience performing clerical and administrative duties, utilizing Microsoft computer applications for keeping records, writing reports, and performing other clerical duties as needed.

c. Post Entry Training

On the job training in USG work procedures, safety, and regulations.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level 3 (good working knowledge) fluency in written and oral English is required.

e. Job Knowledge

Must be able to read and understand documents, write clearly, and communicate clearly on the phone or by radio when necessary. Familiarity with USG vehicle record keeping procedures, ICASS standards, and reporting requirements. Understands GSO administrative operations, including motor pool operations. Must have a comprehensive knowledge of Microsoft applications, including Word, Excel, Access, and Outlook.

f. Skills and Abilities

Level 2 typing speed (40 words per minute) is required. Must have the ability and skills to use personal computers to perform assigned duties. Must have the ability to perform all motor pool clerical duties, including filing, keeping records, preparing reports and correspondence, cleaning and keeping office machinery and equipment in an orderly manner, and ordering supplies for motor pool office use and distributing to motor pool employees for official use.

16. Position Element

a. Supervision Received

Supervised by the General Services Officer and the Motor Pool Supervisor (A52741).

b. Supervision Exercised

None

c. Available Guidelines

6 FAM, 6 FAH, ICASS Handbook, LES Handbook, Standard Operating Procedures, instructions from the GSO and Supervisor, Official Memorandum, and Management Notices.

d. Exercise of Judgment

Must be able to exercise judgement in performing duties accurately and meeting deadlines. Must verify accuracy of reports and data received from all sources, including ICASS reporting centers, motor pool working documents (trip logs, fuel logs), and expendable/non-expendable supply documents. Prepares and verifies travel authorization and travel reimbursement vouchers. Evaluates reports and makes useful recommendations.

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Maintains a professional relationship with all GSO employees, including the motor pool supervisor, dispatchers, drivers, and vehicle maintenance employees regarding daily vehicle operations and the collection of data for reports.

g. Time Expected to Reach Full Performance Level

6 months

Addendum 1

Prepares monthly and annual fleet management reports for Post, DOS, and ICASS billing to the GSO and FMO. Makes recommendations to Posts ICASS Council on all reported data and systems. Prepares Travel Authorizations for motor pool employees and obtains GSO and FMO approval before the trip date. Prepares and submits Travel Vouchers for motor pool employees for approval within 5 days of return. Acts as Timekeeper for all Motor pool employees. 30%

Performs other duties as assigned. May be required to work on weekends, holidays or after close of business. Must perform job activities in a responsible manner to avoid creation of safety and health hazards and must utilize appropriate equipment to perform a job as required. Reports unsafe or hazardous conditions to the Supervisor. Requests and receives supplies from the warehouse and controls their usage for official purposes. Responsible for photocopying documents, typing, and filing official documents as necessary. Maintains office equipment and reports defective ones to Supervisor for repairs or replacement. 10%